

eVA Interface and Integration Monthly Meeting – Import and Export

Meeting Minutes
February 20, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 02/20/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Marion Lancaster, DGS
Mary Baker, DMME (phone)	Donna Lankford, VA Lottery
Regina Baxter, DMHMRSAS (phone)	Joy Lazarus, DMHMRSAS (phone)
Mike Bacile, VA Lottery	Doug Mathews, JMU (phone)
Janice Bain, VA Lottery	Donnie Mongold, JMU (phone)
Jan Bond, DPS	John Nahm, VDOT
Richard Brough, DSS	Tuan Nguyen, ABC (phone)
Don Byrne, DCR (phone)	Jim Roberts, DMHMRSAS (phone)
Dennis Colannino, DMAS	Tracy Rodrigues, APA
Wayne Durrer, JMU (phone)	Dan Rogerson, ODU (phone)
Martha Freeland, DMV (phone)	Rena Rozell, DMAS
Ed Gibbs, VCU	Kim Rudisill, DEQ (phone)
Maria Hatcher, DGS	Tim Sartini, VDOT
Cheryl Kimball, DOLI/DCR (phone)	Peter Stamps, VA Lottery
Andy Kmett, DGS	Bonnie Sutphin, VATECH (phone)
	Stephen Wine, JMU (phone)

A. Approval of Agenda

No official agenda.

B. Approval of Minutes

Previous meeting minutes were not reviewed.

C. Issues

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Open Issues

Closed Issues

No items closed at this session.

D. New Business

1. General Status and Future Projects
 - a. Jan Fatouros gave status of non-eVA interface related items:
 - The eVA Security manual will soon be released to the agencies. The manual is currently being reviewed by ORCA (Online Review and Comment Application). The manual should be available by the 1st part of March.
 - Jan is currently updating the Interface guide. Included in the revised guide will be documentation on change and cancel orders, attachments, implementation check list, confirming purchase card orders, etc. Jan will release a draft copy to the group after the meeting for comments.
 - ODU has been assisting with the import for Banner systems. A document template for import order extract has been created by ODU and provided to DGS to post on the web. Document has been posted on the 'Technical' page.
 - Solicitation Interface – DGS is close to releasing eVA end to end procurement module. Jan asked agencies present if they foresee a need for Solicitation interface or any other interface, i.e. vendor information, etc? She will send out a formal questionnaire to the group asking this question in a form of a survey and ask for formal responses.
 - Currently we are processing orders through the interface. Another question that was asked by Jan to the group, is there a need to import requisitions into eVA? For example, a requisition that may come from an inventory system. Requisitions will be imported in 'Composing' status into the eMall and then requires at least one approver to login to the eMall and approve the requisition before it becomes a purchase order.
 - b. Jan discussed the need to have a supplier part number for electronic vendors that have an automated system to receive and process orders received electronically through eVA. Supplier part number is not required and we cannot make required, but it can create problems for vendors that are expecting the part number on the electronic purchase orders.
 - c. Jan shared with the group that the eVA team has been focusing on:
 - Vendor Registration – how to get vendors to register in eVA.
 - DGS Holding tank orders – Discussing with AMS how to load the orders in the holding tank into the eVA data warehouse. This is a technical challenge that is being researched by AMS. In order to do this, it may require a new PO Category to be established to identify non-registered vendors, 'Override' or 'Exception' orders. Jan would like for agencies to start thinking of how to deal with this issue.
 - d. Jan discussed the report card on agency spent that was asked by Secretary of Administration. The agency statistic report includes ad hoc vendors and non-registered vendors in the DGS holding tank. 'Exception' and 'Overrides' orders in the DGS holding tank were not included. Included non-registered vendors at the point the orders were generated. It does not mean that the

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vendor has not registered since then. The report was generated for executive branches and universities.

2. Policy Questions

- a. Jan Bond was present to represent the DPS Policy team. She stated that she has received several policy questions via e-mail and is gathering information before responding. Marion reminded the group that Jan is not the decision maker; she has to research questions and get answers from final decision makers. The policy FAQs will be posted on the 'Technical' page.
- b. Debbie Adams from UVA asked what are the current payment and shipment terms on eVA orders. Jan Bond stated that terms are on the vendor's manual, unless specified on the purchase order. The terms are whatever is negotiated in the contract. Debbie also pointed out that there are no fields to add payment and shipment terms in the eMall or interface orders. This will be brought up to the attention of the eVA project team and will be added to the Interface guide.
- c. Wayne Durrer from JMU explained that higher education terms are different from terms in the vendor's manual. He wanted to know if higher education POs could be configured to print their terms. Jan Fatouros explained that there is only one format of PO for all COVA entities. Ariba does not allow format to be customized for individual agency.

3. New Work

- a. Andy Kmett gave a high level overview of the XML import interface into eVA. A draft of the XML document will be distributed to the group. VCE and VCCS have a message broker and are interested in using this version of the import interface to send orders into the eMall.
- b. An agency that chooses to use XML document to send interface orders will be responsible for creating the XML and transmitting the document to the DGS BizTalk web server.
- c. The XML import interface has been tested internally by DGS, but has not been tested by any external agency. If any one is interested in the documentation please send email to Maria Hatcher mhatcher@dgs.state.va.us or Marion Lancaster mlancaster@dgs.state.va.us.

4. AMS

- a. Ismail Mohideen was representing AMS. The only question for AMS was how are line feeds handled by the import interface. Line feeds are being sent on interface XML orders, but they appear as blank spaces in the eMall, not adding return. Ismail will research and provide answer.
- b. AMS will be invited to attend next month's meeting. If there are not questions at the next meeting, they will be asked as needed.

5. Agency Status
DGS –

- Maria Hatcher reminded the group that if quantity or price is changed to 0 on line items with accounting records, the amount on the accounting record need to be changed to 0 for change order to process successfully.
- Marion Lancaster reminded the group that if eVA user ids will be sent on import interface versus the generic interface user id, ERP system must keep a cross reference of ERP to eVA user ids.
- Marion asked group for suggestion on what should be covered in the monthly interface meetings. Please email Marion with suggestions.

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- Marion reported that we are still waiting on AMS to provide additional fields for vendor 030 report view and fix data discrepancies found in the Ariba supplier staging database (there are more vendors in Advantage than in the Ariba supplier staging database). Java automated extract is almost complete.

UVA –

- Debbie Adams reported that UVA will go live with the interface by the end of next week. Initially, attachments will not be included.
- Debbie would like for the eVA project team to look at adding contract type value for agency contracts.

DMME –

- Mary Baker reported that they are working on going live with attachments by the end of next week. They started sending additional information on fields that were not populated before, i.e. contract type, contract number, supplier part number and manufacturer part number.
- Mary would like to know when the new version of Java Client 2.0 will be available.
- Marion reported to Mary that she has not had a chance to look at the list of vendor orders that were not received by the vendors.

DOLI –

- Cheryl Kimball asked Marion on resolution of duplicate DUNS numbers found in the vendor download. Marion reported she will have an answer on the resolution next week.

The next Interface monthly meeting for all agencies will be held on Thursday, March 20, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

Closed Action Items

Prepared by Maria F. Hatcher

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